



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CHILD NUTRITION PROGRAM MANAGER

Job Number: 20001097

Job Code: 53310V000101

Job Group: 5300 - EDUCATIONAL ADMINISTRATIVE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the general direction of a division director, supervises professional staff in the development, coordination, implementation and monitoring of nutrition programs for local school districts, state and/or private educational agencies, residential child care institutions, child care centers, family day care homes and summer food service program sponsors. Provides consultative services and technical assistance; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a Master's degree in education, education administration, food service administration, nutrition, home economics, vocational home economics or a related field.

#### **EXPERIENCE:**

Must have six years of professional experience in education, vocational education, food service administration or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Current Rank II or Rank I certification by the Department of Education or Education Professional Standards Board will substitute for the required education OR registration as a Dietician will substitute for the required education OR additional professional experience in the field of education, vocational education or food service administration will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises professional staff. Interprets, applies and enforces federal, state and departmental statutes, regulations and policies and participates in the development of policy and procedures for particular program areas(s). Provides technical assistance reflecting the goals of the National School Lunch Act of 1946 as amended, the Child Nutrition Act of 1996 as amended, and the Kentucky Education Reform Act of 1990 as amended, to local school districts and other program sponsors in implementing and maintaining various programs vital to the educational process. These programs include: the School Breakfast Program, the National School Lunch Program, the Child and Adult Care Food Program, the Summer Food Service Program and the Nutrition Education and Training Program. Reviews and analyzes proposed federal and state legislation relative to cost and operational impact on programs. Collects and analyzes data for the purpose of providing training programs. Makes presentations and conducts workshops at the local, state, regional and national level. Writes administrative reports. Revises and updates policy manuals and training materials. Annually reviews and when necessary revises monitoring forms. Serves on task forces and committees. Reviews applications for program eligibility and participation. Manages the development of reports and publications.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office or school setting. Travel is typically required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*